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ABSTRACT

In this 1977 survey, the fifth in a series of followup studies of career curriculum graduates of Montgomery Community College (MCC), 248 of 396 graduates indicated they were working in jobs related to their college programs; of these, 208 (84%) provided employer names and addresses and permission to contact them. Questionnaires drew responses from 155 employers to questions on the necessity of the Associate of Arts (AA) degree to job responsibilities and promotion, attitudes on employee preparation, willingness to hire additional MCC graduates, and students' skill levels. The findings represented 20 college career programs, with nursing, fire science, and secretarial science accounting for 17%, 13%, and 8% of the sample, respectively. Results indicated general agreement with those of previous surveys. The AA was not essential to job entry but increased chances for advancement for the already employed. New to the current survey were employers' feelings that college level training was not essential for entry into jobs held by graduates. However, on the whole, employers viewed graduates' preparation and performance as adequate to more than adequate, and most were willing to hire other MCC graduates from the same study fields. As in prior studies, a recommendation urging employers to include the AA in job requirements is made. (TR)

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THE EMPLOYERS V

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A SURVEY OF EMPLOYERS WHO HAVE HIRED CAREER PROGRAM GRADUATES OF MONTGOMERY COMMUNITY COLLEGE

OFFICE OF INSTITUTIONAL RESEARCH AND ANALYSIS

Montgomery College

Montgomery County, Maryland

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Career Patterns 1972-1973: A Descriptive Analysis of Career Programs at Montgomery Community College, Joan F. Faber, September 1973, pp. 45. ERIC Number ED 082-748 (also 1970 and 1971)

Citizen Advisory Committees, An Evaluation of the Effectiveness of Citizen Advisory Committees in the Improvement of Career Curriculums at Montgomery College, Robert L. Gell and Suzanne C. Harkness, 1974, pp. 41. ERIC Number ED 106-980

The Dental Hygienist, A Study of the Need for A Program of Dental Hygiene Education in Montgomery County, Robert L. Gell, Robert F. Jones and Ann R. Munson, 1975, pp. 37.

The Dental Hygienist II, A Study of the Employment Patterns of Registered Dental Hygienists in Southern Maryland, David F. Armstrong, 1977, pp. 19. ERIC Number ED 136-860

The Employers IV, A Survey of Employers Who Have Hired Career Program Graduates of Montgomery Community College, Robert L. Gell and David F. Armstrong, 1977, pp. 53. (also 1974, 1975 and 1976) ERIC Number ED 142-262

A Follow-Up Study of Freshmen Who Left Montgomery College After Just One Semester of Attendance, Robert L. Gell, Suzanne C. Harkness, and David F. Bleil, 1974, pp. 43. ERIC Number ED 097-054

Follow-Up Study of Secretarial Students, (Conducted by Virginia G. Pinney, Chairperson, Secretarial Studies Department, Rockville, and Catherine F. Scott, Chairperson, Secretarial Studies Department, Takoma Park), Robert L. Gell and David F. Bleil, September 1973, pp. 31. ERIC Number ED 082-749

Follow-Up of Students Who Entered Montgomery College Fall 1972, The Montgomery College Segment of the Maryland Statewide Community College Student Follow-Up Study Conducted by the Maryland Community College Research Group in Cooperation with the State Board for Community Colleges, Robert L. Gell and David F. Armstrong, May 1977, pp. 41. (Also 1970 and 1971) ERIC Number ED 140-921

A Four Year Follow-Up of Non-Returning Students at Montgomery College, Robert L. Gell, David F. Bleil and Robert F. Jones, 1975, pp. 55. ERIC Number ED 115-358

Grades, Scores, Predictions, A Study of the Efficiency of High School Grades and College Test Scores in Predicting Academic Achievement, Robert L. Gell and David F. Bleil, June 1971, pp 43. ERIC Number ED 052-782

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THE EMPLOYERS V

A Survey of Employers Who Have Hired

Career Program Graduates of

Montgomery Community College

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by

David F. Armstrong, Acting Director

Office of Institutional Research and Analysis

MONTGOMERY COLLEGE

Montgomery County, Maryland

1978

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ABSTRACT

For the past five years the Office of Institutional Research and Analysis at Montgomery College has been involved in an effort to survey employers and supervisors of graduates of the College. The aim has been to evaluate college programs, particularly career curriculums, from the standpoint of the work community. The previous reports have provided both interesting and consistent data. Results have suggested that actual possession of the A.A. degree may not be as vital to job entry as might have been assumed. The implication has been that possession of the necessary skills is sufficient. Such a conclusion raises questions concerning the criteria used in estimating success for a community college and leads the researchers to recommend that the College engage in a major effort to promote the Associate in Arts degree among County employers as a certification of a specific skill level.

For someone already working, degree attainment is beneficial in terms of promotion possibilities and increased job responsibilities. Ratings of the preparation and performance of the graduates in many areas have been very favorable. One of the most valuable parts of these surveys for curriculum coordinators has been a section for individual comments by the employers concerning areas of preparation that need to be added or strengthened.

The present report is a fifth effort in this regard and tends to validate the results of previous surveys. The questionnaire used in this year's survey differs somewhat from that used in prior years

and is being pilot tested for statewide use. It was adapted from one originally developed and used by Dr. Cheryl Opacinch, Coordinator of Institutional Research, Catonsville Community College, and reported in Extending the Model of Program Evaluation - Career Graduates and their Employers, 1974.

THE POPULATION

Three hundred and ninety-six 1977 graduates of career curriculums responded to an annual graduate follow-up survey conducted in the spring of 1978 by the Office of Institutional Research and Analysis. Of that number, 248 indicated they were working in jobs related to their college programs, and 208 (84%) of these provided names and addresses of their employers thereby giving permission for the latter to be contacted. Questionnaires were mailed out and 155 usable questionnaires were returned for a 75 percent response rate.

Since 1974, successive employer surveys have had permission rates of 44, 34, 71 and 80 percent. The return rates for these four years were 62, 80, 65 and 71 percent. It is not clear what is responsible for the high rate of students granting permission to contact their employers during the past three years. The total number of employers upon which this study is based (155) is more than double that achieved in the first employer survey (66).

Since the target population of the present study is actually the 248 employers of the employed career graduates who responded to the graduate follow-up, the actual sample reflects almost two thirds of this group but is by no means random. Two possible sources of bias could challenge the validity of the results presented here. One is that those employers returning questionnaires hold different opinions concerning their employees than those who were sent questionnaires but did not return them. There is no reason to suspect this, however, and experience in surveying non-respondents by telephone in the graduate

follow-up indicates that they are probably not much different from respondents. A second possible bias could result if students who refuse permission for their employers to be contacted have a less positive work relationship than those who do give permission. Although this seems possible, the frequency with which students have given permission for this report suggests that it would not be a very strong effect.

The increasing number of employers cooperating in surveys of this kind is encouraging for several reasons. Previous studies by the Office of Institutional Research and Analysis have shown that the vast majority of graduates work in Montgomery County and the greater Washington metropolitan area. The number of employers responding suggests that there is a willing resource in the community that the College can draw upon for aid in gauging the effectiveness and impact of its services. Many of these employers indicated specifically that they were willing to be contacted in the future for further evaluation of college programs. The possibility exists then for more specific evaluation measures for individual curriculums.

Sex, Campus and Curriculum of Graduates

Ninety-nine students whose supervisors participated in the study were female, while 56 were male. Ninety-one of the graduates had attended the Rockville Campus and 64 had attended Takoma Park. A broad variety of curriculums are represented (Table I); supervisors of graduates of allied health curriculums constitute just over one-third of the sample, and secretarial science and fire science programs are also well represented.

TABLE I

CURRICULUMS OF GRADUATES WHOSE
SUPERVISORS PARTICIPATED IN THE STUDY

CURRICULUM	NO. OF SUPERVISORS	PERCENT
Accounting	4	3%
Business Management*	7	5%
Child Care Aide	5	3%
Computer Science	8	5%
Criminal Justice	8	5%
Dental Assisting	5	3%
Dental Laboratory Technology	5	3%
Engineering Technology	7	5%
Fire Science	20	13%
Food Management	2	1%
Hospitality Management	5	3%
Instructional Aide	1	1%
Medical Assisting	4	1%
Medical Laboratory Technology	8	6%
Mental Health Associate	7	5%
Nursing	28	17%
Radiologic Technology	4	3%
Recreation Leadership	6	4%
Secretarial	12	8%
Visual Communication Technology	9	6%
TOTAL	155	100%

*Includes one Business Administration graduate of Takoma Park not included in curriculum profile.

Type and Location of Employers

The employers were classified according to six types: private firm or business, federal government agency, local government agency, hospital, medical or dental office, and school. Thirty-two percent were private firms or businesses while only 6 percent were agencies of the federal government. The other types, varying in proportion between these two, are well represented in the sample (Table II).

Another breakdown of the data shows that 69 percent of the employers were located in Montgomery County, while another 17 percent were located in the District of Columbia (Table II). Graduate follow-ups, as well as previous employer surveys conducted by the Office of Institutional Research and Analysis, have indicated that Montgomery College graduates, as a rule, find employment in the metropolitan area and particularly within the County.

TABLE II

TYPES OF EMPLOYERS PARTICIPATING BY LOCATION

TYPE \ LOCATION	1 MONTGOMERY COUNTY	2 DISTRICT OF COLUMBIA	3 OTHER MD. COUNTY	4 VIRGINIA	5 OTHER STATE	TOTAL	PERCENT
1 Private Firm or Business	31	9	5	2	3	50	32%
2 Federal Government	4	4	0	1	0	9	6%
3 Local Government	23	2	0	2	1	28	18%
4 Hospital	23	9	5	0	1	38	25%
5 Medical or Dental Office	14	1	0	0	1	16	10%
6 School	12	1	0	0	1	14	9%
TOTAL	107	26	10	5	7	155	100%
PERCENT	69%	17%	6%	3%	5%	100%	

THE FINDINGS

Need for Associate Degree

Of special interest to the College has been a feeling among employers that the Associate degree is not essential for job entry. Previous surveys have found that while many employers preferred a new employee to possess the A.A. degree, a sizeable percentage of them did not require it. This finding has again been substantiated in the present survey in which only 32 percent of the employers indicated an A.A. degree or certificate was required (Table III). While 44 percent stated that the degree, although not required, was preferred (Table IV), almost half of the employers felt that job entry requirements involved only high school preparation (Table III).

The advantage of actually possessing an A.A. degree versus simply having taken a comparable amount of coursework is questionable. More than half of the employers stated that they did not give preference to a person with an A.A. degree over a person with two years of college and no degree. This finding is in line with results from previous surveys and indicates that background and training in the skills involved in the job are primary while possession of the degree is, to many employers, incidental. These data have been analyzed by type of employer (Table V), and there appear to be only minor variations in the extent to which the degree is desired. It is particularly distressing that nearly half of the employers see the positions as requiring only high school training. (For more on this question, see the profiles of individual curriculums below.)

TABLE III

MINIMUM EDUCATIONAL REQUIREMENTS
FOR PRESENT POSITION

	NUMBER	PERCENT
Less than High School	3	2%
High School Diploma	67	45%
Certificate	16	11%
Associate in Arts Degree	32	21%
Two Years of College - no degree	9	6%
Other (Civil Service rating, experience, etc.)	23	15%
No Response	5	-
TOTAL	155	100%

TABLE IV

PREFERENCE GIVEN TO PROSPECTIVE EMPLOYEE
WITH AN ASSOCIATE DEGREE OVER A PERSON WITH
TWO YEARS OF COLLEGE AND NO DEGREE

	NUMBER	PERCENT
Yes	62	44%
No	79	56%
No Response	14	-
TOTAL	155	100

TABLE V

PREFERENCE GIVEN TO HOLDERS OF ASSOCIATE DEGREES
BY VARIOUS TYPES OF EMPLOYERS

TYPES OF EMPLOYERS		PREFERENCE GIVEN TO HOLDERS OF ASSOCIATE DEGREES			TOTAL
		YES	NO	NO RESPONSE	
Private Firm or Business	No.	17	28	5	50
	%	38%	62%	-	100%
Federal Government	No.	5	4	0	9
	%	56%	44%	-	100%
Local Government	No.	10	16	2	28
	%	38%	62%	-	100%
Hospital	No.	14	17	7	38
	%	45%	55%	-	100%
Medical or Dental Office	No.	9	7	0	16
	%	56%	44%	-	100%
School	No.	7	7	0	14
	%	50%	50%	-	100%
TOTAL	No.	62	79	14	155
	%	44%	56%	-	100%

Promotion Potential of an Associate Degree Holder

While the A.A. degree may not be vital for job entry, there has been some consensus in previous surveys concerning its value in promotion potential and increased job responsibilities. In the present study, almost half of the employers felt that earning an Associate degree would, at least usually, increase one's chances for promotion. Only 19 percent felt that this would be unlikely or would never occur (Table VI).

In addition, 46 percent of the employers stated that earning an Associate degree would usually or always result in greater job responsibilities. Only 17 percent believed that this would be unlikely (Table VI).

A further question concerned whether or not earning an A.A. degree would lead to job tasks requiring a higher level of skills. Here again the evidence was in the affirmative. Thirty-six percent indicated this would usually be so, while another 8 percent thought it would always be the case. Only 21 percent felt it unlikely that the number of tasks involving higher level skills would be increased (Table VI).

Attitudes Toward Preparation of Employees

Job preparation and performance of the graduates were other areas of inquiry of the employer survey. Employers were asked to rate the preparation of the graduates in nine areas (Table VII). Preparation in all these areas was rated as adequate or more than adequate by 90 percent or more, except in one case. As in previous years, the skill area receiving the lowest rating was familiarity with equipment and machines where 12 percent of the employees were seen as inadequately prepared. Since 32 percent of the employees were judged more than adequate on this dimension,

TABLE VI

PROMOTION POTENTIAL OF EMPLOYEE
EARNING AN ASSOCIATE DEGREE

WOULD AN A.A. DEGREE...	NEVER	UNLIKELY	SOMETIMES	USUALLY	ALWAYS	NO RESPONSE	TOTAL
Increase promotion chances?	5	23	53	52	13	9	155
PERCENT	3%	16%	36%	36%	9%	-	100%
Give employee greater responsibilities	2	24	54	56	11	8	155
PERCENT	1%	16%	37%	38%	8%	-	100%
Increase job tasks requiring a high level of skills?	2	30	51	52	12	8	155
PERCENT	1%	20%	35%	36%	8%		100%

TABLE VII

EMPLOYERS EVALUATIONS OF
MONTGOMERY COLLEGE GRADUATES

AREA OF EVALUATION		MORE THAN ADEQUATE	ADEQUATE	INADEQUATE	NOT OBSERVED	TOTAL
Familiarity with equipment	#	40	71	15	29	155
	%	32%	56%	12%	-	100%
Depth of knowledge	#	55	84	9	7	155
	%	37%	57%	6%	-	100%
Ability to learn new techniques	#	93	54	1	7	155
	%	63%	36%	1%	-	100%
Performance of job skills	#	48	90	8	9	155
	%	33%	62%	5%	-	100%
Overall work attitude	#	101	51	1	2	155
	%	66%	33%	1%	-	100%
Ability to communicate with superiors	#	91	61	2	1	155
	%	59%	40%	1%	-	100%
Ability to get along with fellow workers	#	100	53	1	1	155
	%	65%	34%	1%	-	100%
Attendance and punctuality	#	100	52	2	1	155
	%	65%	34%	1%	-	100%
Initiative, ability to work without supervision	#	94	54	6	1	155
	%	61%	35%	4%	-	100%

it is clear that this finding reflects uncommon or highly specialized equipment in certain places of employment.*

Again, congruent with previous results, Montgomery College graduates were rated highest on ability to communicate with superiors, ability to get along with fellow workers, and overall work attitude.

Willingness to Hire Additional Montgomery College Graduates

Another indication of the performance of Montgomery College graduates is reflected in answers to the question of whether or not employers were willing to hire other graduates with the same degree. Responses of the 155 employers to this question were overwhelmingly positive. Ninety-six percent answered "yes - without reservation" or "yes - with careful screening" (Table VIII). Those who responded negatively, for the most part, felt that this was too much of an individual matter to allow generalization. A similar profile of response was generated by the question, "Would you recommend Montgomery College graduates to other employers?" (Table IX).

TABLE VIII

WILLINGNESS TO EMPLOY ANOTHER MONTGOMERY COLLEGE GRADUATE WITH DEGREE IN SAME AREA

	NUMBER	PERCENT
Yes - without reservation	72	46%
Yes - with careful screening	77	50%
No	2	4%
No Response	4	
TOTAL	155	100%

*See the profiles of individual curriculums below, especially that for Nursing.

TABLE IX

WOULD YOU RECOMMEND MONTGOMERY COLLEGE
GRADUATES TO OTHER EMPLOYERS?

	NUMBER	PERCENT
Yes - without reservation	77	50%
Yes - with careful screening	71	46%
No	1	4%
No Response	6	
TOTAL	155	100%

Campus Profiles

Employers of graduates of both the Takoma Park and Rockville campuses are represented in the survey sample, and it would be useful to consider how graduates of the two campuses are viewed by their employers. With respect to job preparation, graduates of the two campuses were rated fairly similarly, although Takoma Park graduates tended to receive more inadequate ratings and fewer more than adequate ratings than did Rockville graduates (Table X). Of the ten ratings of inadequacy for familiarity with equipment among the Takoma Park graduates, nine referred to nursing graduates. The ratings of general attitudes and abilities are virtually identical for the Rockville and Takoma Park graduates (Table XI).

TABLE X

EVALUATION OF SKILL AREAS BY CAMPUS

			MORE THAN ADEQUATE	ADEQUATE	INADEQUATE	NOT OBSERVED	TOTAL
Familiarity with Equipment and Machines	ROCKVILLE	No.	27	35	5	24	91
		%	40%	52%	8%	--	100%
	TAKOMA PARK	No.	13	36	10	5	64
		%	22%	61%	17%	--	100%
Depth in the Various Areas of Knowledge Required by the Job	ROCKVILLE	No.	37	45	2	7	91
		%	44%	54%	2%	--	100%
	TAKOMA PARK	No.	18	39	7	0	64
		%	28%	61%	11%	--	100%
Ability to Learn New Techniques on the Job	ROCKVILLE	No.	55	29	0	7	91
		%	65%	35%	0%	--	100%
	TAKOMA PARK	No.	38	25	1	0	64
		%	59%	39%	2%	--	100%
Performance of Job Skills	ROCKVILLE	No.	28	53	2	8	91
		%	34%	64%	2%	--	100%
	TAKOMA PARK	No.	20	37	6	1	64
		%	32%	59%	9%	--	100%

TABLE XI

EVALUATION OF EMPLOYEES BY CAMPUS

			MORE THAN ADEQUATE	ADEQUATE	INADEQUATE	NOT OBSERVED	TOTAL
Overall Work Attitude	ROCKVILLE	No.	60	29	0	2	91
		%	67%	33%	0%	--	100%
	TAKOMA PARK	No.	41	22	1	0	64
		%	64%	34%	2%	--	100%
Ability to Communicate with Superiors	ROCKVILLE	No.	52	38	0	1	91
		%	58%	42%	0%	--	100%
	TAKOMA PARK	No.	39	23	2	0	64
		%	61%	36%	3%	--	100%
Ability to Get Along with Fellow Workers	ROCKVILLE	No.	58	32	0	1	91
		%	64%	36%	0%	--	100%
	TAKOMA PARK	No.	42	21	1	0	64
		%	65%	33%	2%	--	100%
Attendance and Punctuality	ROCKVILLE	No.	59	29	2	1	91
		%	66%	32%	2%	--	100%
	TAKOMA PARK	No.	41	23	0	0	64
		%	64%	36%	0%	--	100%
Initiative, Ability to Originate and Complete Tasks	ROCKVILLE	No.	60	28	2	1	91
		%	67%	31%	2%	--	100%
	TAKOMA PARK	No.	34	26	4	0	64
		%	53%	41%	6%	--	100%

Profiles of Individual Curriculums by Campus

Response frequencies for the individual curriculums whose graduates were evaluated are presented in this section. The top half of the sheet for each curriculum contains response frequencies for various evaluative questions and the bottom half a synopsis of the employers' comments on and recommendations for the program.

It is possible to make further comments here concerning the minimum educational requirements for the jobs held by the 1977 career graduates. Note that 24 (75%) of the 32 employers indicating that their jobs require an Associate degree are employers of graduates of the Allied Health programs at Takoma Park, and that fully half (16) of the 32 employers employ nurses. Note also the infrequency with which employers have indicated that they would not want to hire another Montgomery College graduate, even in cases where they have offered criticisms of the programs.

ROCKVILLE CAMPUS PROGRAMS

ACCOUNTING

Number of Respondents=4

MINIMUM EDUCATIONAL REQUIREMENTS

0	Less than High School	0	Associate in Arts Degree
2	High School Diploma	1	Two Years of College-no degree
0	Certificate	1	Other

	More than Adequate	Adequate	Inadequate	Not observed or not applicable
Familiarity with equipment and machines used in your operation in the beginning was.	1	2	0	1
Depth in the various areas of knowledge required by the job is	2	2	0	0
Ability to learn new techniques on the job is	3	0	0	1
Performance of job skills at the beginning of employment was . .	2	2	0	0
Overall work attitude is. . . .	2	2	0	0
Ability to communicate with superiors is.	1	3	0	0
Ability to get along with fellow workers is.	2	2	0	0
Attendance and punctuality are.	1	3	0	0
Initiative, ability to originate and complete tasks with minimal supervision is.	4	0	0	0

Would you employ another graduate from this community college who has a degree or certificate in the same area as your current employee?

3	Yes - without reservation
0	Yes - with careful screening
0	No

Employer's Comments:

BUSINESS MANAGEMENT

Number of Respondents=6

MINIMUM EDUCATIONAL REQUIREMENTS

0	Less than High School	1	Associate in Arts Degree
4	High School Diploma	0	Two Years of College-no degree
1	Certificate	0	Other

	More than Adequate	Adequate	Inadequate	Not observed or not applicable
Familiarity with equipment and machines used in your operation in the beginning was.	0	4	0	2
Depth in the various areas of knowledge required by the job is	2	3	0	1
Ability to learn new techniques on the job is	4	1	0	1
Performance of job skills at the beginning of employment was . .	0	4	0	2
Overall work attitude is. . . .	2	3	0	1
Ability to communicate with superiors is.	3	3	0	0
Ability to get along with fellow workers is.	4	2	0	0
Attendance and punctuality are.	4	2	0	0
Initiative, ability to originate and complete tasks with minimal supervision is.	4	2	0	0

Would you employ another graduate from this community college who has a degree or certificate in the same area as your current employee?

3	Yes - without reservation
2	Yes - with careful screening
1	No

Employer's Comments:

Suggest more emphasis upon management in particular elective fields, e.g., construction; more training in accounting and mathematics.

CHILD CARE AIDE

Number of Respondents=5

MINIMUM EDUCATIONAL REQUIREMENTS

1	Less than High School	0	Associate in Arts Degree
1	High School Diploma	0	Two Years of College-no degree
1	Certificate	1	Other

	More than Adequate	Adequate	Inadequate	Not observed or not applicable
Familiarity with equipment and machines used in your operation in the beginning was.	0	3	0	2
Depth in the various areas of knowledge required by the job is	4	1	0	0
Ability to learn new techniques on the job is	2	3	0	0
Performance of job skills at the beginning of employment was . .	3	2	0	0
Overall work attitude is. . . .	4	1	0	0
Ability to communicate with superiors is.	3	2	0	0
Ability to get along with fellow workers is.	3	2	0	0
Attendance and punctuality are.	3	2	0	0
Initiative, ability to originate and complete tasks with minimal supervision is.	2	3	0	0

Would you employ another graduate from this community college who has a degree or certificate in the same area as your current employee?

3	Yes - without reservation
2	Yes - with careful screening
0	No

Employer's Comments:

Suggest classroom experience for students.

COMPUTER SCIENCE

Number of Respondents=7

MINIMUM EDUCATIONAL REQUIREMENTS

0	Less than High School	2	Associate in Arts Degree
3	High School Diploma	1	Two Years of College-no degree
1	Certificate	0	Other

	More than Adequate	Adequate	Inadequate	Not observed or not applicable
Familiarity with equipment and machines used in your operation in the beginning was.	0	4	0	3
Depth in the various areas of knowledge required by the job is	0	6	0	1
Ability to learn new techniques on the job is	3	3	0	1
Performance of job skills at the beginning of employment was . .	2	4	0	1
Overall work attitude is. . . .	6	1	0	0
Ability to communicate with superiors is.	4	3	0	0
Ability to get along with fellow workers is.	5	2	0	0
Attendance and punctuality are.	4	2	1	0
Initiative, ability to originate and complete tasks with minimal supervision is.	5	2	0	0

Would you employ another graduate from this community college who has a degree or certificate in the same area as your current employee?

1	Yes - without reservation
6	Yes - with careful screening
0	No

Employer's Comments:

More emphasis on use of manuals and reference materials, accounting theory and systems, practical experience with JCL on a large system (perhaps in a work-study setting.)

CRIMINAL JUSTICE

Number of Respondents=8

MINIMUM EDUCATIONAL REQUIREMENTS

0	Less than High School	1	Associate in Arts Degree
6	High School Diploma	0	Two Years of College-no degree
0	Certificate	1	Other

	More than Adequate	Adequate	Inadequate	Not observed or not applicable
Familiarity with equipment and machines used in your operation in the beginning was.	3	3	0	2
Depth in the various areas of knowledge required by the job is	4	3	0	1
Ability to learn new techniques on the job is	4	3	0	1
Performance of job skills at the beginning of employment was . .	1	7	0	0
Overall work attitude is. . . .	4	4	0	0
Ability to communicate with superiors is.	3	5	0	0
Ability to get along with fellow workers is.	3	5	0	0
Attendance and punctuality are.	5	3	0	0
Initiative, ability to originate and complete tasks with minimal supervision is.	4	4	0	0

Would you employ another graduate from this community college who has a degree or certificate in the same area as your current employee?

4	Yes - without reservation
4	Yes - with careful screening
0	No

Employer's Comments:

More courses in counseling and social and behavioral sciences. More instruction in use of firearms and introduction of police ride-along program.

ENGINEERING TECHNOLOGY

Number of Respondents=7

MINIMUM EDUCATIONAL REQUIREMENTS

0	Less than High School	0	Associate in Arts Degree
5	High School Diploma	1	Two Years of College-no degree
1	Certificate	0	Other

	More than Adequate	Adequate	Inadequate	Not observed or not applicable
Familiarity with equipment and machines used in your operation id the beginning was.	1	5	1	0
Depth in the various areas of knowledge required by the job is	3	4	0	0
Ability to learn new techniques on the job is	5	2	0	0
Performance of job skills at the beginning of employment was . .	2	5	0	0
Overall work attitude is. . . .	5	2	0	0
Ability to communicate with superiors is.	6	1	0	0
Ability to get along with fellow workers is.	5	2	0	0
Attendance and punctuality are.	6	1	0	0
Initiative, ability to originate and complete tasks with minimal supervision is.	5	2	0	0

Would you employ another graduate from this community college who has a degree or certificate in the same area as your current employee?

3 Yes - without reservation

4 Yes - with careful screening

0 No

Employer's Comments:

Suggest increased emphasis on storm drain design, road design, drafting and deed research of property boundaries.

One employer feels that Montgomery College students are above the average for other colleges and would hire any applicant who has absorbed the material presented by the school.

FIRE SCIENCE

Number of Respondents=20

MINIMUM EDUCATIONAL REQUIREMENTS

0	Less than High School	0	Associate in Arts Degree
15	High School Diploma	0	Two Years of College-no degree
2	Certificate	3	Other

	More than Adequate	Adequate	Inadequate	Not observed or not applicable
Familiarity with equipment and machines used in your operation in the beginning was.	6	5	1	8
Depth in the various areas of knowledge required by the job is	9	11	0	0
Ability to learn new techniques on the job is	12	8	0	0
Performance of job skills at the beginning of employment was . .	6	12	1	1
Overall work attitude is. . . .	12	8	0	0
Ability to communicate with superiors is.	9	11	0	0
Ability to get along with fellow workers is.	10	10	0	0
Attendance and punctuality are.	12	8	0	0
Initiative, ability to originate and complete tasks with minimal supervision is.	14	6	0	0

Would you employ another graduate from this community college who has a degree or certificate in the same area as your current employee?

10 Yes - without reservation

10 Yes - with careful screening

0 No

Employer's Comments:

Suggest that too much emphasis is sometimes placed upon theory and not enough on practical experience.

Several employers write that the Fire Science program is a definite asset to the fire service.

FOOD MANAGEMENT

Number of Respondents=2

MINIMUM EDUCATIONAL REQUIREMENTS

0	Less than High School	0	Associate in Arts Degree
2	High School Diploma	0	Two Years of College-no degree
0	Certificate	0	Other

	More than Adequate	Adequate	Inadequate	Not observed or not applicable
Familiarity with equipment and machines used in your operation in the beginning was.	0	2	0	0
Depth in the various areas of knowledge required by the job is	1	1	0	0
Ability to learn new techniques on the job is	1	1	0	0
Performance of job skills at the beginning of employment was . .	1	1	0	0
Overall work attitude is. . . .	2	0	0	0
Ability to communicate with superiors is.	2	0	0	0
Ability to get along with fellow workers is.	2	0	0	0
Attendance and punctuality are.	2	0	0	0
Initiative, ability to originate and complete tasks with minimal supervision is.	2	0	0	0

Would you employ another graduate from this community college who has a degree or certificate in the same area as your current employee?

2 Yes - without reservation

0 Yes - with careful screening

0 No

Employer's Comments:

Suggest courses in Human Relations and Supervisory Techniques.

HOSPITALITY MANAGEMENT Number of Respondents=5

MINIMUM EDUCATIONAL REQUIREMENTS

0	Less than High School	1	Associate in Arts Degree
4	High School Diploma	0	Two Years of College-no degree
0	Certificate	0	Other

	More than Adequate	Adequate	Inadequate	Not observed or not applicable
Familiarity with equipment and machines used in your operation in the beginning was.	2	2	0	1
Depth in the various areas of knowledge required by the job is	2	2	0	1
Ability to learn new techniques on the job is	4	1	0	0
Performance of job skills at the beginning of employment was . .	3	1	0	1
Overall work attitude is. . . .	3	2	0	0
Ability to communicate with superiors is.	3	2	0	0
Ability to get along with fellow workers is.	4	1	0	0
Attendance and punctuality are.	4	1	0	0
Initiative, ability to originate and complete tasks with minimal supervision is.	3	2	0	0

Would you employ another graduate from this community college who has a degree or certificate in the same area as your current employee?

3	Yes - without reservation
2	Yes - with careful screening
0	No

Employer's Comments:

Suggest a semester of on the job training.

INSTRUCTIONAL AIDE

Number of Respondents=1

MINIMUM EDUCATIONAL REQUIREMENTS

0	Less than High School	0	Associate in Arts Degree
1	High School Diploma	0	Two Years of College-no degree
0	Certificate	0	Other

	More than Adequate	Adequate	Inadequate	Not observed or not applicable
Familiarity with equipment and machines used in your operation in the beginning was.	0	1	0	0
Depth in the various areas of knowledge required by the job is	0	1	0	0
Ability to learn new techniques on the job is	0	1	0	0
Performance of job skills at the beginning of employment was . .	0	1	0	0
Overall work attitude is. . . .	1	0	0	0
Ability to communicate with superiors is.	1	0	0	0
Ability to get along with fellow workers is.	1	0	0	0
Attendance and punctuality are.	1	0	0	0
Initiative, ability to originate and complete tasks with minimal supervision is.	0	1	0	0

Would you employ another graduate from this community college who has a degree or certificate in the same area as your current employee?

1 Yes - without reservation

0 Yes - with careful screening

0 No

Employer's Comments:

RECREATION LEADERSHIP Number of Respondents=6

MINIMUM EDUCATIONAL REQUIREMENTS

0	Less than High School	1	Associate in Arts Degree
1	High School Diploma	2	Two Years of College-no degree
0	Certificate	2	Other

	More than Adequate	Adequate	Inadequate	Not observed or not applicable
Familiarity with equipment and machines used in your operation in the beginning was.	3	2	0	1
Depth in the various areas of knowledge required by the job is	3	3	0	0
Ability to learn new techniques on the job is	5	1	0	0
Performance of job skills at the beginning of employment was . .	2	4	0	0
Overall work attitude is. . . .	5	1	0	0
Ability to communicate with superiors is.	5	1	0	0
Ability to get along with fellow workers is.	4	2	0	0
Attendance and punctuality are.	4	2	0	0
Initiative, ability to originate and complete tasks with minimal supervision is.	5	1	0	0

Would you employ another graduate from this community college who has a degree or certificate in the same area as your current employee?

5	Yes - without reservation
1	Yes - with careful screening
0	No

Employer's Comments:

Employers write that Montgomery College graduates are, in general, outstanding leaders.

SECRETARIAL — Number of Respondents=11

MINIMUM EDUCATIONAL REQUIREMENTS

0	Less than High School	1	Associate in Arts Degree
7	High School Diploma	2	Two Years of College-no degree
1	Certificate	0	Other

	More than Adequate	Adequate	Inadequate	Not observed or not applicable
Familiarity with equipment and machines used in your operation in the beginning was.	9	1	0	1
Depth in the various areas of knowledge required by the job is	5	5	0	1
Ability to learn new techniques on the job is	9	1	0	1
Performance of job skills at the beginning of employment was . .	4	6	0	1
Overall work attitude is. . . .	8	3	0	0
Ability to communicate with superiors is.	8	3	0	0
Ability to get along with fellow workers is.	10	1	0	0
Attendance and punctuality are.	7	3	1	0
Initiative, ability to originate and complete tasks with minimal supervision is.	8	3	0	0

Would you employ another graduate from this community college who has a degree or certificate in the same area as your current employee?

3 Yes - without reservation

7 Yes - with careful screening

0 No

Employer's Comments:

Employers have made only favorable comments concerning this program.

VISUAL COMMUNICATIONS TECHNOLOGY Number of Respondents=9

MINIMUM EDUCATIONAL REQUIREMENTS

1	Less than High School	1	Associate in Arts Degree
4	High School Diploma	2	Two Years of College-no degree
0	Certificate	0	Other

	More than Adequate	Adequate	Inadequate	Not observed or not applicable
Familiarity with equipment and machines used in your operation in the beginning was.	2	1	3	3
Depth in the various areas of knowledge required by the job is	2	3	2	2
Ability to learn new techniques on the job is	3	4	0	2
Performance of job skills at the beginning of employment was . .	2	4	1	2
Overall work attitude is. . . .	6	2	0	1
Ability to communicate with superiors is.	4	4	0	1
Ability to get along with fellow workers is.	5	3	0	1
Attendance and punctuality are.	6	2	0	1
Initiative, ability to originate and complete tasks with minimal supervision is.	4	2	2	1

Would you employ another graduate from this community college who has a degree or certificate in the same area as your current employee?

1 Yes - without reservation

6 Yes - with careful screening

0 No

Employer's Comments:

Suggest that printing students should know more about improvements in lithographic technology and that students in advertising art should know more about inking.

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TAKOMA PARK CAMPUS

PROGRAMS

COMPUTER SCIENCE

Number of Respondents=1

MINIMUM EDUCATIONAL REQUIREMENTS

0	Less than High School	1	Associate in Arts Degree
0	High School Diploma	0	Two Years of College-no degree
0	Certificate	0	Other

	More than Adequate	Adequate	Inadequate	Not observed or not applicable
Familiarity with equipment and machines used in your operation in the beginning was.	0	0	1	0
Depth in the various areas of knowledge required by the job is	0	1	0	0
Ability to learn new techniques on the job is	1	0	0	0
Performance of job skills at the beginning of employment was . .	0	1	0	0
Overall work attitude is. . . .	1	0	0	0
Ability to communicate with superiors is.	1	0	0	0
Ability to get along with fellow workers is.	1	0	0	0
Attendance and punctuality are.	1	0	0	0
Initiative, ability to originate and complete tasks with minimal supervision is.	1	0	0	0

Would you employ another graduate from this community college who has a degree or certificate in the same area as your current employee?

1	Yes - without reservation
0	Yes - with careful screening
0	No

Employer's Comments:

The College cannot possibly give students exposure to all equipment by all vendors.

DENTAL ASSISTING

Number of Respondents=5

MINIMUM EDUCATIONAL REQUIREMENTS

0	Less than High School	0	Associate in Arts Degree
3	High School Diploma	0	Two Years of College-no degree
2	Certificate	0	Other

	More than Adequate	Adequate	Inadequate	Not observed or not applicable
Familiarity with equipment and machines used in your operation in the beginning was.	4	1	0	0
Depth in the various areas of knowledge required by the job is	2	2	1	0
Ability to learn new techniques on the job is	3	2	0	0
Performance of job skills at the beginning of employment was . .	3	2	0	0
Overall work attitude is. . . .	4	1	0	0
Ability to communicate with superiors is.	2	3	0	0
Ability to get along with fellow workers is.	3	2	0	0
Attendance and punctuality are.	5	0	0	0
Initiative, ability to originate and complete tasks with minimal supervision is.	3	2	0	0

Would you employ another graduate from this community college who has a degree or certificate in the same area as your current employee?

2	Yes - without reservation
3	Yes - with careful screening
0	No

Employer's Comments:

DENTAL LABORATORY TECHNOLOGY Number of Respondents=5

MINIMUM EDUCATIONAL REQUIREMENTS

1 Less than High School
2 High School Diploma
1 Certificate
1 Associate in Arts Degree
0 Two Years of College-no degree
0 Other

	More than Adequate	Adequate	Inadequate	Not observed or not applicable
Familiarity with equipment and machines used in your operation in the beginning was.	0	5	0	0
Depth in the various areas of knowledge required by the job is	0	4	1	0
Ability to learn new techniques on the job is	1	4	0	0
Performance of job skills at the beginning of employment was . .	0	4	0	1
Overall work attitude is. . . .	3	2	0	0
Ability to communicate with superiors is.	3	2	0	0
Ability to get along with fellow workers is.	2	3	0	0
Attendance and punctuality are.	3	2	0	0
Initiative, ability to originate and complete tasks with minimal supervision is.	1	4	0	0

Would you employ another graduate from this community college who has a degree or certificate in the same area as your current employee?

0 Yes - without reservation
4 Yes - with careful screening
1 No

Employer's Comments:

Increased emphasis upon waxing and porcelain, reading margins in impressions for crowns, and better knowledge of functional occlusion and contours of teeth.

MEDICAL ASSISTING

Number of Respondents=4

MINIMUM EDUCATIONAL REQUIREMENTS

0	Less than High School	0	Associate in Arts Degree
0	High School Diploma	0	Two Years of College-no degree
4	Certificate	0	Other

	More than Adequate	Adequate	Inadequate	Not observed or not applicable
Familiarity with equipment and machines used in your operation in the beginning was.	1	3	0	0
Depth in the various areas of knowledge required by the job is	1	2	1	0
Ability to learn new techniques on the job is	4	0	0	0
Performance of job skills at the beginning of employment was . .	2	2	0	0
Overall work attitude is. . . .	3	1	0	0
Ability to communicate with superiors is.	2	2	0	0
Ability to get along with fellow workers is.	4	0	0	0
Attendance and punctuality are.	3	1	0	0
Initiative, ability to originate and complete tasks with minimal supervision is.	2	2	0	0

Would you employ another graduate from this community college who has a degree or certificate in the same area as your current employee?

2	Yes - without reservation
2	Yes - with careful screening
0	No

Employer's Comments:

Suggest more preparation in the basics of drugs and their usage and additional practical experience.

One employer comments that it is a marvelous program.

MEDICAL LABORATORY TECHNOLOGY

Number of Respondents=8

MINIMUM EDUCATIONAL REQUIREMENTS

0	Less than High School	4	Associate in Arts Degree
1	High School Diploma	0	Two Years of College-no degree
2	Certificate	1	Other

	More than Adequate	Adequate	Inadequate	Not observed or not applicable
Familiarity with equipment and machines used in your operation in the beginning was.	2	6	0	0
Depth in the various areas of knowledge required by the job is	5	3	0	0
Ability to learn new techniques on the job is	5	2	1	0
Performance of job skills at the beginning of employment was . .	3	5	0	0
Overall work attitude is. . . .	6	2	0	0
Ability to communicate with superiors is.	7	1	0	0
Ability to get along with fellow workers is.	5	3	0	0
Attendance and punctuality are.	5	3	0	0
Initiative, ability to originate and complete tasks with minimal supervision is.	6	2	0	0

Would you employ another graduate from this community college who has a degree or certificate in the same area as your current employee?

6	Yes - without reservation
2	Yes - with careful screening
0	No

Employer's Comments:

Suggest more practical experience with instrumentation and greater depth in immunological techniques.

Employers find the graduates well educated and well trained.

MENTAL HEALTH ASSOCIATE

Number of Respondents=7

MINIMUM EDUCATIONAL REQUIREMENTS

0	Less than High School	1	Associate in Arts Degree
4	High School Diploma	0	Two Years of College-no degree
0	Certificate	1	Other

	More than Adequate	Adequate	Inadequate	Not observed or not applicable
Familiarity with equipment and machines used in your operation in the beginning was.	3	2	0	2
Depth in the various areas of knowledge required by the job is	4	3	0	0
Ability to learn new techniques on the job is	6	1	0	0
Performance of job skills at the beginning of employment was . .	5	1	1	0
Overall work attitude is. . . .	5	2	0	0
Ability to communicate with superiors is.	5	2	0	0
Ability to get along with fellow workers is.	6	1	0	0
Attendance and punctuality are.	4	3	0	0
Initiative, ability to originate and complete tasks with minimal supervision is.	5	1	1	0

Would you employ another graduate from this community college who has a degree or certificate in the same area as your current employee?

3 Yes - without reservation

4 Yes - with careful screening

0 No

Employer's Comments:

Suggest more emphasis on basic nursing skills and on development of handicapped children.

NURSING

Number of Respondents=28

MINIMUM EDUCATIONAL REQUIREMENTS

0	Less than High School	16	Associate in Arts Degree
1	High School Diploma	0	Two Years of College-no degree
0	Certificate	10	Other

	More than Adequate	Adequate	Inadequate	Not observed or not applicable
Familiarity with equipment and machines used in your operation in the beginning was.	0	16	9	3
Depth in the various areas of knowledge required by the job is	4	20	4	0
Ability to learn new techniques on the job is	15	13	0	0
Performance of job skills at the beginning of employment was . .	5	19	4	0
Overall work attitude is. . . .	16	11	1	0
Ability to communicate with superiors is.	15	11	2	0
Ability to get along with fellow workers is.	17	10	1	0
Attendance and punctuality are.	16	12	0	0
Initiative, ability to originate and complete tasks with minimal supervision is.	13	12	3	0

Would you employ another graduate from this community college who has a degree or certificate in the same area as your current employee?

14 Yes - without reservation

14 Yes - with careful screening

0 No

Employer's Comments:

Emphasize the need for more clinical experience.

Employers stress that Montgomery College program compares very favorably with other two-year programs.

RADIOLOGIC TECHNOLOGY

Number of Respondents=4

MINIMUM EDUCATIONAL REQUIREMENTS

0	Less than High School	1	Associate in Arts Degree
0	High School Diploma	0	Two Years of College-no degree
0	Certificate	2	Other

	More than Adequate	Adequate	Inadequate	Not observed or not applicable
Familiarity with equipment and machines used in your operation in the beginning was.	1	3	0	0
Depth in the various areas of knowledge required by the job is	1	3	0	0
Ability to learn new techniques on the job is	1	3	0	0
Performance of job skills at the beginning of employment was . .	0	3	1	0
Overall work attitude is. . . .	1	3	0	0
Ability to communicate with superiors is.	2	2	0	0
Ability to get along with fellow workers is.	3	1	0	0
Attendance and punctuality are.	2	2	0	0
Initiative, ability to originate and complete tasks with minimal supervision is.	1	3	0	0

Would you employ another graduate from this community college who has a degree or certificate in the same area as your current employee?

1 Yes - without reservation

3 Yes - with careful screening

0 No

Employer's Comments:

SECRETARIAL

Number of Respondents=1

MINIMUM EDUCATIONAL REQUIREMENTS

0	Less than High School	0	Associate in Arts Degree
0	High School Diploma	0	Two Years of College-no degree
0	Certificate	1	Other

	More than Adequate	Adequate	Inadequate	Not observed or not applicable
Familiarity with equipment and machines used in your operation in the beginning was.	1	0	0	0
Depth in the various areas of knowledge required by the job is	0	1	0	0
Ability to learn new techniques on the job is	1	0	0	0
Performance of job skills at the beginning of employment was . .	1	0	0	0
Overall work attitude is. . . .	1	0	0	0
Ability to communicate with superiors is.	1	0	0	0
Ability to get along with fellow workers is.	1	0	0	0
Attendance and punctuality are.	1	0	0	0
Initiative, ability to originate and complete tasks with minimal supervision is.	1	0	0	0

Would you employ another graduate from this community college who has a degree or certificate in the same area as your current employee?

0 Yes - without reservation

1 Yes - with careful screening

0 No

Employer's Comments:

Greater emphasis on library skills and data processing.

SUMMARY AND RECOMMENDATIONS

A survey of employers and supervisors of Montgomery College career program graduates was conducted for the fifth consecutive year in an attempt to involve members of the work community in an evaluation of College programs. Eighty-four percent of those former students who were working and who responded to the 1977 graduate follow-up had given permission for their employers to be contacted. One hundred and fifty-five employers participated, 75 percent of those who were sent questionnaires.

A variety of curriculums were represented in the survey. The majority of employers were located in Montgomery County or Washington, D. C. The greatest number of these were private firms, but hospitals, federal and local government agencies, and medical and dental offices were also well represented.

The results were in general agreement with those of previous surveys. The A.A. degree was not seen as essential to job entry but as increasing the chances for advancement of those already employed. A finding new to this year's survey is that a large proportion of the employers do not see college level training as essential for entry into the jobs held by the graduates. The preparation and performance of graduates were seen as adequate to more than adequate as a whole, and most employers expressed a willingness to hire other Montgomery College graduates from the same field of study. Comments by the employers concerning particular programs of study are summarized in the report.

The increasing number of employers cooperating in this evaluation suggests that a community resource exists for more specific evaluation of individual programs in the future.

Recommendations

The apparent lack of recognition by employers of the Associate degree as a certification of a specific skill level constitutes a major problem. Therefore, it is recommended again that a program be launched by the citizen advisory committees and the College to inform employers in Montgomery County of the skill level represented by the Associate in Arts degree and/or the certificate where applicable. This is especially necessary in those career areas where the respective professional group does not provide certification. Employers should be urged to include the Associate degree or certificate in the job requirements for those positions directly related to career programs offered by the College.

Although all of the career programs which were evaluated received favorable marks from employers, there were in most cases specific areas which employers felt could be strengthened. Curriculum heads are urged to take careful note of these recommendations and institute changes where practicable, and since the College is accumulating longitudinal data concerning the employers of its career graduates, it will be possible to monitor the effectiveness of these changes.

APPENDIX

EMPLOYER QUESTIONNAIRE

MONTGOMERY COLLEGE
A two year public community college
ROCKVILLE, MARYLAND 20850 ■ (301) 762-7400

Dear Supervisor:

Community colleges in Maryland are conducting an evaluation of their educational programs and would appreciate your assistance. As the supervisor of a community college graduate, you are in a unique position to provide valuable information for our study.

Please share your knowledge with us by completing the enclosed questionnaire and returning it in the stamped, self-addressed envelope.

Sincerely,

David F. Armstrong

David F. Armstrong
Acting Director of Institutional Research

DFA:aml

Enclosures

MONTGOMERY COMMUNITY COLLEGE GRADUATE

EMPLOYER QUESTIONNAIRE

_____
Name of Montgomery College Graduate

_____
AA Degree or Certificate

_____
Graduate's Job Title

Supervisor _____

Title _____

Firm _____

Address _____

_____

1. What are the minimum educational requirements for this position?

(1) ☐ (1) Less than high school
☐ (2) High school diploma
☐ (3) Certificate
☐ (4) Associate in Arts degree
☐ (5) Two years of college-no degree
☐ (6) Other _____

2. Do you give preference to a prospective employee with an Associate degree over a person with two years of college and no degree?

(2) ☐ (1) Yes
☐ (2) No

3. If an employee in your organization earned an Associate degree would he/she: *(Check appropriate response)*

(3) A. Have increased chances of being promoted — 1 ☐ Never 2 ☐ Unlikely 3 ☐ Sometimes 4 ☐ Usually 5 ☐ Always

(4) B. Be expected to assume greater responsibilities — 1 ☐ Never 2 ☐ Unlikely 3 ☐ Sometimes 4 ☐ Usually 5 ☐ Always

(5) C. Be expected to perform job tasks requiring a higher level of skills — 1 ☐ Never 2 ☐ Unlikely 3 ☐ Sometimes 4 ☐ Usually 5 ☐ Always

4. Based on your own experience of supervising a Montgomery College graduate, please indicate how adequate you feel the College prepared her/him in each of the areas listed below. *(Check appropriate response)*

		More than Adequate 1	Adequate 2	Inadequate 3	Not observed or not applicable 4
(6)	A. Familiarity with equipment and machines used in your operation in the beginning was	☐	☐	☐	☐
(7)	B. Depth in the various areas of knowledge required by the job is	☐	☐	☐	☐
(8)	C. Ability to learn new techniques on the job is	☐	☐	☐	☐
(9)	D. Performance of job skills at the beginning of employment was. .	☐	☐	☐	☐

5. Please rate his/her attitudes and abilities in the following areas.

		More than Adequate 1	Adequate 2	Inadequate 3	Not observed or not applicable 4
(10)	A. Overall work attitude is . . .	☐	☐	☐	☐
(11)	B. Ability to communicate with superiors is	☐	☐	☐	☐
(12)	C. Ability to get along with fellow workers is	☐	☐	☐	☐
(13)	D. Attendance and punctuality are	☐	☐	☐	☐
(14)	E. Initiative, ability to originate and complete tasks with minimal supervision is	☐	☐	☐	☐

6. Would you employ another graduate from this community college who has a degree or certificate in the same area as your current employee?

(15)
(1) ☐ Yes - without reservation
(2) ☐ Yes - with careful screening
(3) ☐ No - Why? _____

UNIVERSITY OF CALIF.
LOS ANGELES

AUG 25 1978

CLEARINGHOUSE FOR
JUNIOR COLLEGES

7. Would you recommend Montgomery College graduates to other employers?

(16) (1) ☐ Yes - without reservation
(2) ☐ Yes - with careful screening
(3) ☐ No - Why? _____

8. Please specify any additional skills or areas of knowledge that you feel an Associate in Arts or certificate graduate you employ should have:

_____

_____

_____

9. Please feel free to add any additional comments:

_____

_____

_____

_____

_____

10. If further evaluation of college programs is needed, would you be willing to share your expertise and be contacted by our faculty?

(1) ☐ Yes (2) ☐ No

Supervisor completing this questionnaire:

Name _____

Title _____

Company/Organization _____

Street _____

City/State/Zip Code _____

Please return to: *Mr. David F. Armstrong*
Acting Director of
Institutional Research
Montgomery Community College
51 Mannakee Street
Rockville, Maryland 20850

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(Continued from inside of front cover)

The Graduates 1976: A Follow-Up Study of the Students Who Graduated from Montgomery College in 1976, Robert L. Gell and David F. Armstrong, 1977, pp. 47. ERIC Number ED 142-252 (also 1970, 1974 and 1975)

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Program Evaluation Report, Medical Assistant Program, Takoma Park Campus, Third Year 1976-1977, Christine M. Licata, pp. 23. (also 1973-74 through 1975-76) ERIC Number ED 143-387

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